PUBLIC EMPLOYEES' RETIREMENT SYSTEM PERS-HRD-88 (Rev. 7/89)　　**Recruitment 1723** **POSITION DUTY STATEMENT** ==PLEASE WRITE JOB #6694/PC IN THE JOB TITLE SECTION OF YOUR STATE APPLICATION (STD 678)==	**Title of Position** Assistant Information Systems Analyst (Specialist)
INSTRUCTIONS: The Executive Officer is required by Government Code Section 18805 to report (or to record) "...material changes in the duties of any position in his jurisdiction." The Position Duty Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the proportion of total work time occupied. Prepare copies for employee assigned to the position and his/her supervisor.	**Division and/or Subdivision** Information Technology Services Branch/Technology Services Support Division **Location of Headquarters** 400 P Street, Sacramento, CA **Class Title of Position** Assistant Information Systems Analyst (Specialist) **Position Number** 812-1479-XXX　(2155) **Effective Date** February 1, 2010

Percent Of Time Required	Under general supervision of Production Services Unit, Senior Information Systems Analyst (Supervisor), the Assistant Information Systems Analyst will perform tasks in support of multi-function information processing systems, activities and related tasks associated with CalPERS production processing systems on the **day shift**.
45%	Perform a variety of electronic information systems analysis, implementation and technical support duties in connection with data processing systems, and office automation systems. This includes being involved in project planning, organization, control and conclusion for production implementations. Assist with the testing and the development of new systems in a wide variety of environments. Work with users and programming staff to identify test conditions sufficient to validate that the hardware and/or software is operating according to documented user requirements.
30%	Assist with evaluating requests for new or revised production systems and recommend changes or alternatives as needed ensuring all new systems in the Production Control Unit meet the Data Processing Standards and requirements by testing these systems before implementation into production. Maintain and update Production Control policies and procedures for new and existing systems by making sure an updated copy is kept available to all staff. Assist with documenting and revising standards for workflow processes, SAR and JCL
20%	Communicate and work effectively with user representatives and system development project leaders in evaluating the impact of new or revised applications/production systems. Interact with customers, vendors and all levels of ITSD technical support; demonstrating good interpersonal skills Work with team member on projects as it relates to both the UNIX, Windows and Mainframe platforms, during the testing and implementation phases for new or modified systems released to production for processing. These duties include but are not limited to the following: • Performing tasks, which includes system and functional testing, and validating products before implemented into production. • Assist with developing comprehensive training plans • Assist with conducting technical training for various tools used by the Production Staff

	• Providing status to both management and staff.
	Maintain production technical manuals/documentation and review changes with staff
	Assist with tasks associated with researching, analyzing, and evaluating products, both hardware and software, and/or services that relate to the further development and enhancement of the complex PERS data processing environment.
5%	Assist with the knowledge transfer to Production staff on any new systems or enhancements and assisting with developing comprehensive training plans
	Review and provide support on outstanding help desk tickets to insure issues/problems are solved in a timely manner